

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Litem

AFLL

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

| LEAVE BLANK | |
|---|---|
| DATE RECEIVED SEP 26 1975 <i>30A</i> | JOB NO. NC - AFLL - 76 - 8 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. | |
| 10-8-75 (Date) | <i>James B Rhoads</i> Archivist of the United States |

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. K. J. Bilek

5. TEL. EXT.
756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

23 SEP 1975

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEISER, Chief
Documentation Systems Division
Directorate of Administration**
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|---|------------------|
| 1 | <p align="center">ADMINISTRATIVE RECORDS (11-2) (Applicable to SAFLL Only)</p> <p>See attached table 11-2, rule 3.1 which describes Congressional travel documentation, and maintained by the Director of Legislative Liaison (SAFLL). A reevaluation has been conducted and a determination made that the documents have no historical, legal or administrative value after 1 year, whereby the current 3 year retention is not a valid requirement. The revised retention period will adequately serve all legal and administrative requirements of the Air Force.</p> | <p>NC 174-196 DLT 11-2 Rule 3.1</p> | |

Copy to Agency 10-14-75

TABLE 11-2 (Continued)

| R U L E | A | B | C | D |
|------------------|--------------------------------|--|---|------------------------|
| | If documents are or pertain to | consisting of | which are | then |
| 3.1 | congressional travel | letters, request for travel orders, messages, trip reports, and related data and attachments pertaining to Congressional travel sponsored by the Department of the Air Force | at Director of Legislative Liaison SAFLL | *destroy after 1 year. |